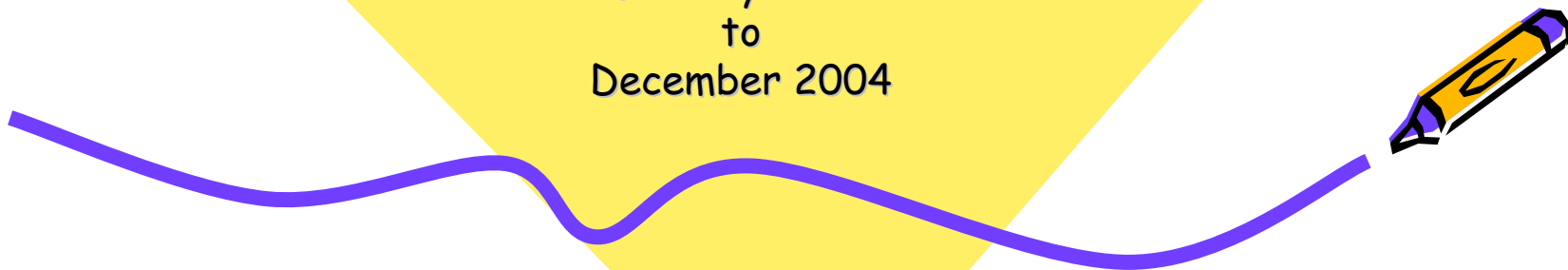




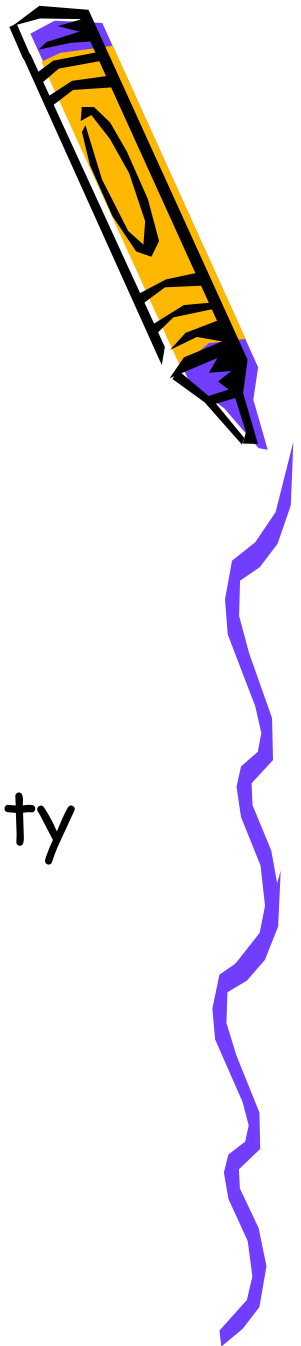
# CHARTER SCHOOL HAPPENINGS

January 2004  
to  
December 2004

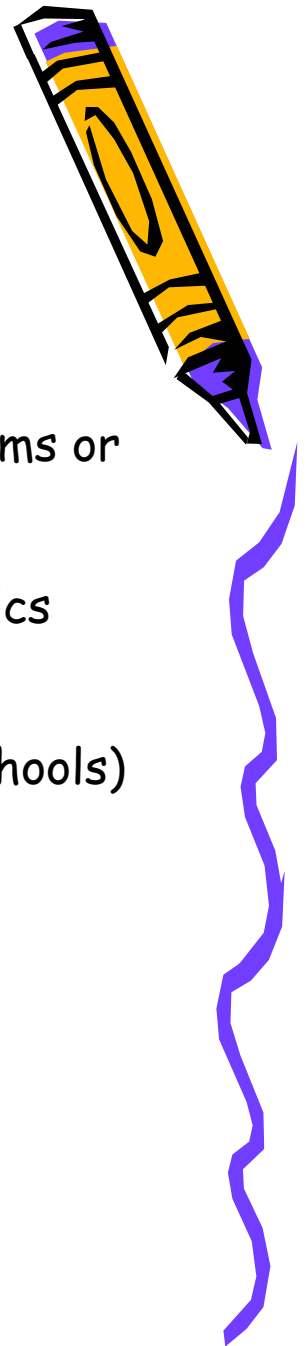


# JANUARY 2004

- Enrollment from initial recruitment period for operational and planning year schools
- National Teachers' Hall of Fame application
- Walt Disney American Teachers' Awards application
- December financial reports to County Office
- Technical Assistance session—Program Review
- NJ School Report Card narrative Board Minutes to County Office



# February 2004



- Update NEW Hires List and New Criminal History Review forms or Approval letters
- Third enrollment count to Fiscal Office
- List of school employees/officials required to file school ethics form to County Office
- Immigrant student count to Office of Bilingual Education
- Title IV, Part A Performance report (Safe and Drug-Free Schools)
- Title II, Part A Highly Qualified Teachers Survey
- Program Review
- NJ School Report Card released
- Board Minutes to County Office



# March 2004

- Notify districts of transportation needs
- NJ Technology Survey
- Budget Summary, Narrative, Cash Flow Statement to Fiscal and County Offices
- Star Ledger Scholarship nomination (high school senior)
- National Youth Science Camp nomination (high school senior)
- Program Review
- Operational schools notify Charter School Unit if moving, expanding or renovating during the next school year

Board Minutes to County Office



# April 2004

- Requisitions to County Office for one-year supply of forms
- Byrd Scholarship nomination (high school senior)
- National Youth Science Camp application
- Enrollment from initial recruitment period for new schools
- NJ Technology Survey
- Submit ALL Board of Trustees/Administrators members list
- March financial reports to County Office
- Technical Assistance sessions—newly approved and planning year schools
- School Ethics Disclosure statements to County Office
- Teacher of the Year nomination
- Governor's Awards in Arts Education nomination (students and/or educators)
- List of Board of Trustees meetings for the year to County Office
- Enrollment data to district(s) for verification of transportation needs
- Board Minutes to County Office



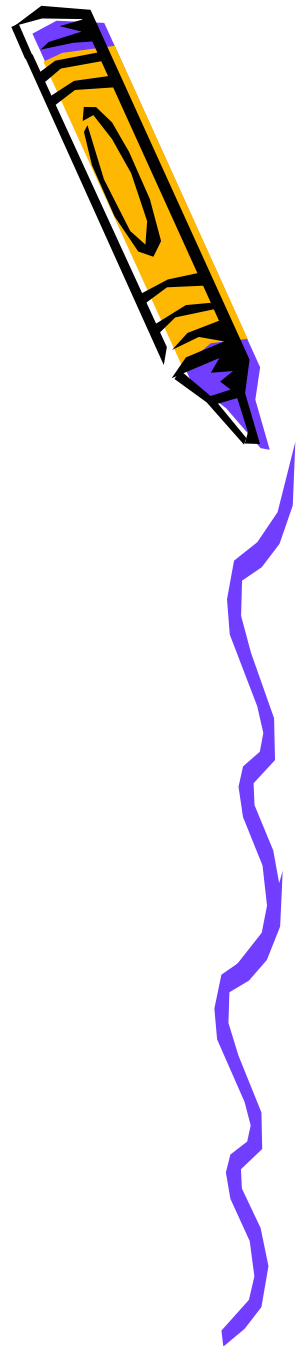
# May 2004



- National Charter Schools Week—May 3 to 7, 2004
- Spring Roundtable—May 6, 2004
- Charter School Recognition Ceremony—May 6, 2004
- Presidential Awards for Excellence in Math & Science application
- School calendar to districts providing transportation
- Verification of enrollment by district(s) for transportation needs
- Technical Assistance session—Annual Report/Report Card
- Submit school calendar for 2004-05
- Newly approved schools submit—bylaws, certificate of incorporation, W-9, EIN, ACH with voided check
- Submit verification of facility description—newly approved schools or if moving, expanding or renovating (notify county offices to schedule a walk through)
- IDEA-B application for FY 2004
- Amendments to Bylaws
- Comprehensive Equity Plan
- Governor's Teacher Recognition Nomination (usually May, call County Office)
- Board Minutes to County Office



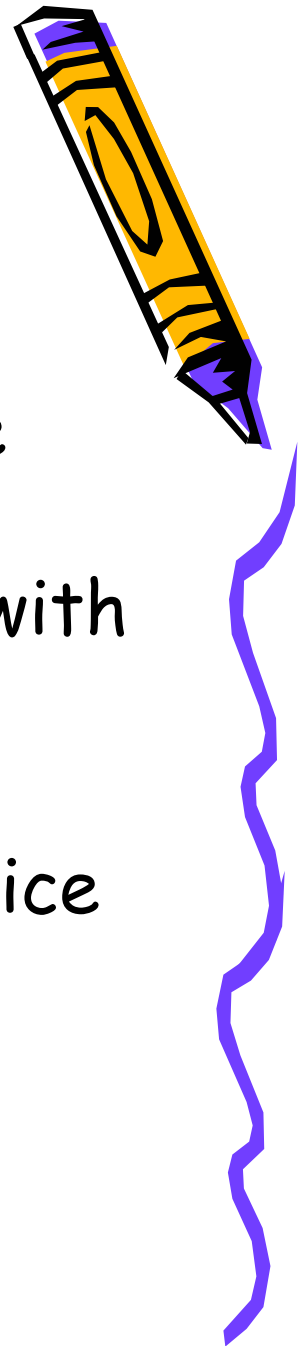
# June 2004



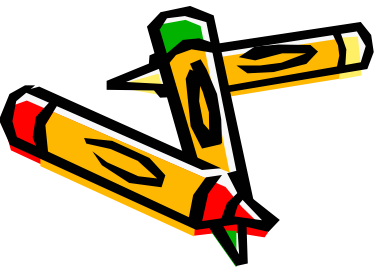
- National Charter Schools Conference, June 16 to 18, 2004, Miami, Florida
- First Enrollment for the following school year to Fiscal Office
- Enrollment list to districts based on June 1 count
- Technology plan due to County Coordination Council for Distance Learning & Technology (check with County Office)
- Technical Assistance session by Fiscal Office—charter school auditors
- End of Year report for special education
- School Register Summary to Fiscal Office five days after last school day
- EVVRS (Violence & Vandalism) Report
- Submit Facility lease, mortgage or title if new
- Technical Assistance session—Cohort 5 schools due for Renewal
- Applications for National Board Certification available at County Office
- End of year count to Fiscal Office (based on last day of school)
- FY 2004 NCLB Amendment application
- FY 2004 IDEA Amendment application
- Board Minutes to County Office



# July 2004

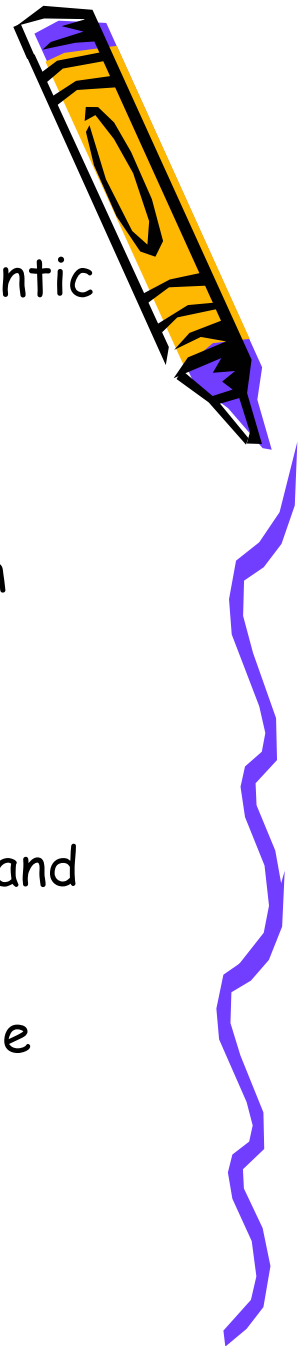


- Pick up annual supply of forms from the County Office
- Evidence of double-entry bookkeeping with GAAP to Fiscal Office
- Verify EVVRS incident data for DOE
- School Register Summary to Fiscal Office five days after last school day
- Board Minutes to County Office

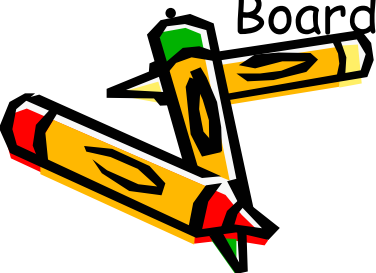




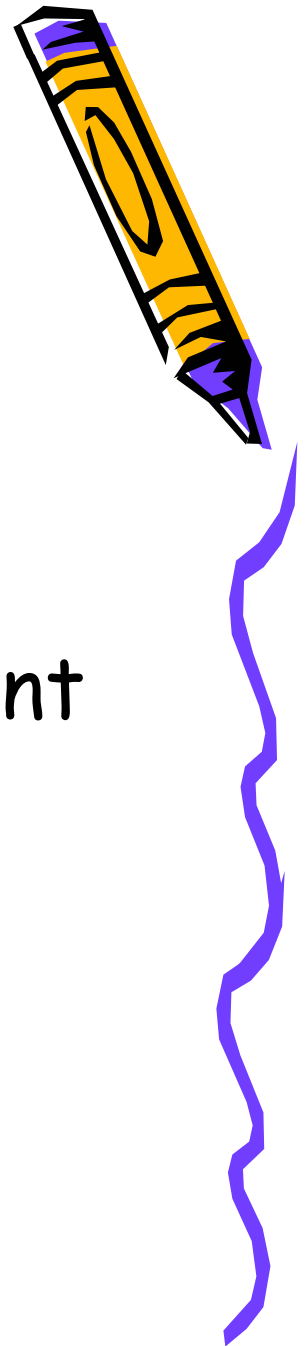
# August 2004



- Generation Next Conference, August 16-17, 2004, Atlantic City
- Annual Report
- Preliminary Audit summary and Balance sheet to Fiscal Office
- Submit education management company/consulting firm contracts
- Certificate of occupancy—newly approved schools and schools that are moving, expanding or renovating
- Fire and sanitary certificates (ongoing)
- Directory of **ALL Staff** with Social Security numbers and Criminal History Review forms or Approval letters
- July Bank Statement, July Board Minutes, Revenue and Expenditure report, July Balance Sheet to Fiscal Office
- NCLB Consolidated application
- Board Minutes to County Office



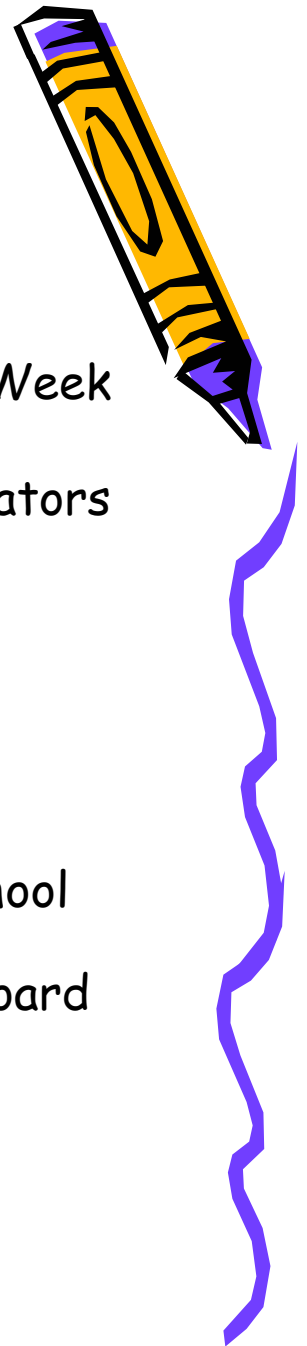
# September 2004



- Report Card data
- Cohort 5 Renewal application
- Uniform Memorandum of Agreement to County Office
- Board Minutes to County Office



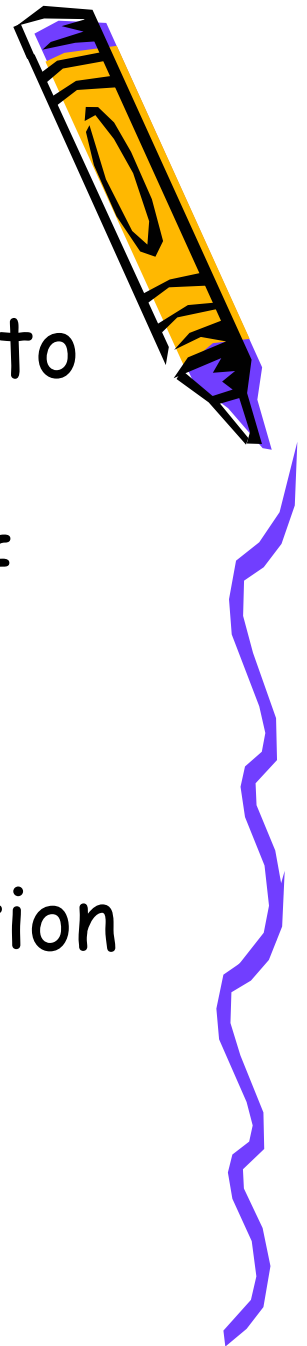
# October 2004



- Second Enrollment Count to Fiscal Office
- Pupil Transportation report
- Third week in October is Violence and Vandalism Awareness Week
- Fall Survey
- Update NEW members for the Board of Trustees/Administrators list
- September financial reports to County Office
- Fall Roundtable
- Character Education application
- LEP Enrollment report
- Renewal visits
- Charter Amendment to increase enrollment in subsequent school year
- Newly operational charter schools introduced at the State Board Meeting
- FY 2004 Perkins Final report
- Board Minutes to County Office



# November 2004



- Annual Independent Audit Report to County and Fiscal Offices
- Fall Survey and Certificated Staff report
- Renewal visits
- US Senate Youth Program nomination (high school junior or senior)
- Board Minutes to County Office



# December 2004

- Revised budget to Fiscal Office
- Special Education Annual Data report
- Professional Development Plan to County Office
- Report Card verification and Narrative reports
- FY 2004 NCLB Final Report/Carry-Over application
- Announcement of Renewed Charter Schools
- Best Practices application
- FY IDEA Final Report/Carry-Over application
- IASA/CSR Final Reports
- Star Schools application
- Principal of the Year nomination
- Board Minutes to County Office

